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Personnel 10

31 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Consolidated Fund Drive

1. This memorandum transmits a proposed Employee Bulletin for your approval and publication.
2. The bulletin answers the questions most frequently asked by employees and places emphasis on the payroll deduction allotment as a method of paying pledges.
3. Contributions will be solicited for the Combined Federal Campaign (CFC) and for our two Agency activities, the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). The fund drive will be conducted in essentially the same manner as in the past.
 - a. The Consolidated Charities Committee will meet with the Fund Drive Coordinator to discuss CFC goals for their components and plans to publicize the campaign.
 - b. A kick-off meeting for campaign workers will be scheduled in the Auditorium at Headquarters.
4. The Fund Drive Coordinator will forward progress reports to you, to members of the Consolidated Charities Committee, and to Office Chairmen during the campaign showing progress toward goals and to alert them to the need for further effort.
5. The memorandum to all employees announcing the Consolidated Fund Drive is being forwarded to you to submit to the Director for his signature.
6. It is suggested that the attached proposed Employee Bulletin be published for distribution by 20 September.

EGIB



/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Att

THE CONSOLIDATED FUND DRIVE

1. The 1972 Consolidated Fund Drive will be conducted in this Agency during the period 22 September through 20 October 1971. You will be solicited for pledges and contributions to the Combined Federal Campaign (CFC) and our two Agency programs, the Educational Aid Fund (EAF) and the Public Service Aid Society (PSAS). This bulletin will answer briefly some questions which are frequently asked about this campaign.

COMBINED FEDERAL CAMPAIGN

2. This year's campaign will combine into a single drive the solicitation efforts of the United Fund, the American Red Cross, the National Health Agencies, and the International Service Agencies. The drive will involve more than 150 local, national, and international agencies in the diversified fields of health, welfare, and social service. On your Contributor's Card you may designate specific charitable organizations and the amount you wish to contribute to each. If you do not designate particular agencies, your contribution will be included with the total uncommitted gifts to CFC. These are then apportioned by CFC to all listed organizations.

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3. **Contributions:** Contributions are voluntary and confidential, but it is hoped that each employee will make a gift. The CFC will be the only major on-the-job fund drive in the Federal community this year. Therefore, when deciding upon your fair share support for charitable organizations for 1972, please consider the payroll allotment method for paying your CFC pledge. This makes it possible to spread payment of your pledge throughout the calendar year. A description of the various methods for making contributions follows:

a. Payroll Deduction Allotment: (You will be given detailed information as well as an allotment table with your campaign material.)

(1) Payroll allotment is undoubtedly the most convenient way of taking care of your charitable donations for the year. You need only decide how much you can afford to have deducted each payday -- a dollar, a dollar and a half, etc. -- then payroll deduction takes care of your gift. Deduction each payday is automatic; the bookkeeping and forwarding payments to CFC are taken care of for you.

(2) Payroll deduction is available to all of us, except those contract employees who are paid from confidential funds.

b. Direct Billing: This plan also provides for installment contributing. You can make your yearly pledge during the campaign and pay it in installments to the Fund Drive Coordinator during the calendar year. The Fund Drive Coordinator will send you quarterly statements on unpaid balances and receipts for each payment.

c. Cash and Check: You may also pay your pledge by cash or check during the campaign. Make checks payable to: Consolidated Charities. Please ignore instructions concerning checks on your CFC Pledge Card; these instructions do not apply to this Agency.

d. Combination of Plans: It is possible to pay part of your pledge by cash or check during the fund drive and the balance by direct billing or payroll deduction.

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EDUCATIONAL AID FUND AND PUBLIC SERVICE AID SOCIETY

4. Both of these activities have been established for your benefit and are non-profit organizations. The Public Service Aid Society (PSAS) provides emergency financial assistance to Agency personnel both here in Headquarters and in the field. The purpose of the Educational Aid Fund (EAF) is to assist parents to pay for the higher education of their children. Assistance is granted on the basis of financial need, scholastic record, and the demonstrated willingness of the children to contribute something to their own education.

Contributions to EAF and PSAS must be made in cash or by check during the fund drive. Make checks payable to Consolidated Charities, and designate on your envelope the amount you wish to contribute to each organization. If no designation is made, the contribution will be divided equally between them. The payroll deduction allotment and direct billing plans are NOT available to contributors to these activities.

TAX DEDUCTIONS

5. Contributions to CFC, EAF and PSAS are tax deductible. Upon request, the Fund Drive Coordinator will furnish you with a receipt for cash contributions. Receipts are issued for each payment on Direct Billing accounts. Contributions to CFC paid by payroll withholding and Direct Billing may be deducted on your tax return for 1972.

GENERAL INFORMATION

6. Each employee will receive a fund drive packet containing a numbered CFC card and a numbered EAF/PSAS envelope and instructions. The card and the envelope must be returned to your keyman even if you do not wish to make a contribution. If you have any questions, call your Keyman, your Office Chairman, or the Agency Fund Drive Coordinator on extension [redacted] [redacted]

APPROVAL TO PUBLISH:

DISTRIBUTION: ALL EMPLOYEES

[redacted]
JOHN W. COFFEY
Deputy Director
for Support

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